# TEMPLATE – I (A)

(Basic information to be submitted by Implementing Agency to State/ Divisional Office of KVIC while submission of proposal for SFURTI cluster)

|  |  |  |
| --- | --- | --- |
| 1. | Cluster Category |  Regular Major |

|  |  |  |
| --- | --- | --- |
| 2. | Name of Cluster |  |
| 3. | Location of the Cluster | State ...................  District Block  Villages ....................  ..........................  .......................... |
| 4. | Industry |  Khadi Village Industry (Specify) |
| 5. | Current Product Portfolio |  |

|  |  |  |
| --- | --- | --- |
| 6. | Name of Implementing Agency (IA) |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. | Project objectives | | | | | |  | | | |
| 8. | Key Gaps Identified | | | | | |  | | | |
| 9. | Area to be covered by the cluster   1. No. of villages to be covered 2. Name of the villages & artisans available | | | | | |  | | | |
| Sr. | Village Name | Artisans available | | | | | | | | |
| SC | ST | OBC | Minority | Others | | **Total** | Male | Female |
| 1 |  |  |  |  |  |  | |  |  |  |
| 2 |  |  |  |  |  |  | |  |  |  |
| 3 |  |  |  |  |  |  | |  |  |  |
| 4 |  |  |  |  |  |  | |  |  |  |
| 5 |  |  |  |  |  |  | |  |  |  |
|  | **Total** |  |  |  |  |  | |  |  |  |

## iii. (Enclose details in an Annexure in tabular Form):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Artisan | Contact no. | Adhar Card/ Election ID No. | Skills | Details of Bank A/c. | Livelihood Levels | Existing Employment(No. of working hours/No. of  days in a month) | Average Income of Artisan (p.m.) |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10. | **Details of Artisans in respect of following documents**   1. Bank Passbook 2. Identity card 3. Health Insurance 4. Janshree Bima Yojana 5. Pension coverage 6. Educational benefits availed for children under JBCRY | | | Yes No  Yes No  Yes No  Yes No  Yes No  Yes No | |
| 11. | Whether the cluster is existent/ functional or new one? give details: Present Activities of the cluster   1. **(In case of Khadi Institution)**   Spinning activities :  Weaving activities :  Processing activities :  Products etc. :   1. **(In case of activities under V.I. Institution)**   Processing activities :  Products etc. : | | |  | |
| 12. | Name of other associated institutions who are willing to take part  in the cluster; (applicable to only Khadi Clusters) | | |  | |
|  | | | | | |
| Sr.  No. | Name & address of the  associated IA | Affiliated to  KVIC/KVIB | Contact no. | | e-mail ID |
| 1 |  | Yes/No |  | |  |
| 2 |  | Yes/No |  | |  |
| 3 |  | Yes/No |  | |  |

**(All the associate institutions should submit information as per Template I (B))**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13. | Proposed  Interventions | |  | | | | | | | | | | | |
|  |  | | a) Hard Interventions (New) | | | | | | | | | | | |
|  | Hard Interventions | | Infrastructure Facility | | | | Constructed  Area/ CFC to be constructed | | | Machinery/  Equipments | | | | Cost  (Rs.) |
| CFC/RMB/Marketing infrastructure | | | |  | | |  | | | |  |
| b) Replacement/ upgradation of Charkhas/looms/tools | | | | | | | | | | | |
| Replacement/ upgradation of Charkhas/looms/tools | | | | No. of  beneficiaries | | | Unit cost  (Rs.) | | | | Total cost (Rs.) |
| C) Any other | | | |  | | |  | | | |  |
|  | Soft Interventions | | Interventions | | | | Proposed activities | | | No. of  Beneficiaries to be imparted training/involved | | | | Cost (Rs.) |
| a) Skill training | | | |  | | |  | | | |  |
| b) Capacity Building | | | |  | | |  | | | |  |
| c) Market Promotion | | | |  | | |  | | | |  |
| d) Others | | | |  | | |  | | | |  |
| 14. | Total Project cost (Rs.) | | |  | | | | | | | | | | |
| 15. | Detailed Project cost (Rs.) (Core SFURTI) | | |  | | | | | | | | | | |
| 16. | Source of Funds / Means of Finance (Rs.) | | |  | | | | | | | | | | |
| 17. | Phasing of the Project | | |  | | | | | | | | | | |
| 18. | Project Implementation Framework/ Proposed SPV Structure | | | * Whether the I.A .is considered to be the SPV.........   ................... (give details) (only for KIs of KVIC)   * Whether an SPV is being separately registered If yes, give details along with proposed SPV structure: | | | | | | | | | | |
| 19. | **Mobilisation of Working Capital**  20% of hard interventions cost will be utilized towards working capital corpus as per the guideline. Provide the projection of Working Capital based on related activities on annual basis. | | | | | | | | | |  | | | | |
| 20. | Details of the existing Cluster and the infrastructure | | | | | | | | | |  | | | | |
|  | facilities available with I.A. | | | | | | | | | |  | | | | |
|  | A. Existing infrastructure available with the I.A. | | | | | | | | | |  | | | | |
|  | i. Land Area | | | | | | | | | | ………… (sq. ft.) | | | | |
|  | ii. Built up area | | | | | | | | | | ………… (sq. ft.) | | | | |
|  | iii. Machineries …………………….…………………… | | | | | | | | | | ............. | | | | |
|  | iv. Tools available with the artisans namely | | | | | | | | | | ............. | | | | |
|  | v. Charkhas……….… | | | | | | | | | | NMC...... | | | | |
|  |  | | | | | | | | | | Traditional ...... | | | | |
|  | vi. Looms ……… | | | | | | | | | | Improved........ | | | | |
|  |  | | | | | | | | | | Traditional ...... | | | | |
|  | vii. Others ………………………………………. | | | | | | | | | | ................ | | | | |
|  | B. Source of raw materials within the cluster area | | | | | | | | | |  | | | | |
| Sr.  No. | Particular of the raw  materials | | | | Source institution/  Artisans/ Local | | | | Annual Quantity  (approx) | | | | Cost  (Rs.) | | |
| 1. |  | | | |  | | | |  | | | |  | | |
| 2. |  | | | |  | | | |  | | | |  | | |
| 3. |  | | | |  | | | |  | | | |  | | |
| 4. |  | | | |  | | | |  | | | |  | | |
| 21. | Indicate the “Product” to be manufactured under the cluster and projection of Sale  value and margin etc. | | | | | | | | | | | | | | |
| Sr.  No. | Name of the Product to be  produced | Quantity | | | | Overall Production  Cost (Rs.) | | Proposed Sales Value | | | | Margin /Profit on monthly basis | | | |
| 1. |  |  | | | |  | |  | | | |  | | | |
| 2. |  |  | | | |  | |  | | | |  | | | |
| 3. |  |  | | | |  | |  | | | |  | | | |
| 4. |  |  | | | |  | |  | | | |  | | | |
| 22. | Projection of Artisan wages over the duration of the cluster: | | | | | | | | | |  | | | | |
| 23. | a.) Availability of Forward Backward Linkages (with assured target)  b) Plan / initiatives / schemes for convergence  c. ) Enhanced Project cost and means of finance | | | | | | | | | |  | | | | |
| 24. | Key Impacts | | | | | | | | | |  | | | | |
| 25 | **Resolution of Implementing Agency:**  (Enclose specific resolution approving the functions of the cluster along with all the target proposed as brought out in the proposal under Template-I (A) and I (B)) | | | | | | | | | |  | | | | |

## Treasurer(I.A.) Secretary(I.A.) Chairman(I.A.)

**Supporting documents as under should be enclosed:**

1. Balance Sheet and Statement of Accounts for the last 3 years
2. Registration Certificate of the Institution & its validity.
3. Details of land records owned by I. A. and Building construction if any
4. Details of SPV registration, if registered

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**TEMPLATE – I (B)**

**Profile of the Implementing Agency (I.A.)**

|  |  |  |
| --- | --- | --- |
| **I** | **Institutional Structure/Registration Details** | |
| 1 | Legal Status | * Central/State Governments Institution * Society (Under Societies Registration Act,1860) * Co-operative Society (Under appropriate Status) * Registered as Trust * Proprietary firm/partnership * Registered Under Companies Act,2013   + Private Limited Company   + Public Limited Company   + Company under Section8   + Producer Company under Section465 (1)   + Other(Specify) |
| 2 | Date of Incorporation/ Registration | Attach Certificate of Incorporation. |
| 3 | Registered Address |  |
| 4 | Office Address/Locations |  |
| 5 | Affiliated to KVIC | Yes/No  If yes, provide Certificate No. Validity of Certificate |
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| **II** | **Governance Structure** | | | | | | |
| 6 | Composition of the | Sr. | Name of | Designati | Background/ | Contact | Email |
|  | Executive Board/ | No. | Member | on | Profile | Number |  |
|  | Trustees/Governing |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Body/Managing |
|  | Committee and |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Background of Members | |  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| Not Available | | | | | | |
| 7 | In case, IA is registered under  Companies Act, provide share holding pattern | | Sr.  No. | Name of  Member | | Background/ Profile | | Shareholding (%) | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| Not Available | | | | | | |
| **III** | | **Operational Profile** | | |  | | | | |
| 8 | | Major Objectives-Vision, Mission,  Goal of the Organization | | |  | | | | |
| 9 | | What are focus areas of operational | | | 1.  2.  3. | | | | |
| 10 | | Provide key projects/activities being undertaken by the IA-Brief description including the project scope, size and duration  (mention specific experience in the area/sector of the proposed  project) | | |  | | | | |
| 11 | | Mention key clients/donors associated with for project implementation along with details  on the nature of association | | |  | | | | |
| 12 | | Mention key partnerships/alliances  (if any) | | |  | | | | |
| **IV** | | **Management Profile** | | |  | | | | |
| 13 | | Background of key Personal (Professionals and others) with brief profile of the senior management  personnel) | | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **V** | **Financial Position** | | | |
| 14 | Key financials of the Organization (Provide copy of the audited financial statements for last 3years) | Fixed Assets |  | |
| Current Assets |  | |
| Current Liabilities |  | |
| Revenue trend for  last 3 years |  | |
| Profit/Loss for the  last 3 years |  | |
| ISEC availed in case  of KVIC/KVIB Inst. | Yes No | |
| Amount of ISEC  availed during last three years |  | |
| Any other |  | |
| **VI** | **Bank Account Details** |  | |
| 15 | Name of Bank |  | |
| 16 | Branch Name |  | |
| 17 | Bank Account Number |  | |
| 18 | IFSC code |  | |

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| **VII** | **Contact Details** |  |
| 19 | Name of Contact Person |  |
| 20 | Designation of Contact Person |  |
| 21 | Correspondence Address |  |
| 22 | Contact Number |  |
| 23 | E-mail Address |  |
|  | 1. PAN/TAN  2.GST Number  3. DARPAN No.  4.UdyogAadhaar/ MSME Regn. No. |  |

## Treasurer (I.A.) Secretary(I.A.) Chairman(I.A.)